



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

March 30, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-64

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Good Friday Holiday Processing Schedule

In view of Friday, April 21, 2000, being a holiday, the payroll processing schedule for pay period 04/03/00 through 04/16/00 will be a **normal schedule**. It is mandatory that the system be closed at 3:00 p.m. in order to process calc and related activities. Please adhere to the following schedule for payroll processing purposes:

1. The deadline for Interface agency transactions will be 2:00 p.m., Monday, April 17, 2000.
2. The On-Line Time Entry and Master Record Access System deadlines will be 11:00 a.m. for timekeepers and 3:00 p.m. for headquarters staff on Monday, April 17, 2000.
3. OSUP staff will transmit direct deposit data via ACH on Tuesday, April 18, 2000. **Payday will remain Friday, April 21st, because it is not a Federal Reserve Banking Holiday.**
4. Employee checks will be mailed on Wednesday, April 19, 2000, via US Postal Service. EFT statements should be mailed out Thursday, April 20, 2000.
5. Terminated employee checks and Client/Resident employee checks/earnings statements should be available to local agencies to pick up at OSUP by 2:00 p.m., Tuesday, April 18, 2000. Out-of-town agencies should receive these checks via United Parcel Service (UPS) before 4:00 p.m., Wednesday, April 19, 2000.
6. Agency payroll reports should be distributed on Tuesday, April 18, 2000. However, these reports will be available for viewing in BUNDL around 6:00 p.m., Monday, April 17, 2000, if there are no processing problems.
7. The normal deadline of **8:30 a.m. on Monday, April 17, 2000**, for agency payables requests will be strictly followed in order to release checks a day early on Wednesday, April 18, 2000.

If you have any questions regarding the above processing schedules, please call the UPS Help Desk at (225) 342-8928.

RSM:CS